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Tender

## **Provision of Reading List Software and Associated Services**

University of the Highlands and Islands

F02: Contract notice

Notice identifier: 2023/S 000-001226

Procurement identifier (OCID): ocds-h6vhtk-0397ae

Published 16 January 2023, 10:21am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

#### **Email**

[ayoung@apuc-scot.ac.uk](mailto:ayoung@apuc-scot.ac.uk)

#### **Telephone**

+44 1463279000

#### **Fax**

+44 1463279001

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Reading List Software and Associated Services

Reference number

CS-UHI-18150

#### **II.1.2) Main CPV code**

- 72268000 - Software supply services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University of the Highlands and Islands (UHI) has a requirement for the Provision of Reading List Software and Associated Services. It should be noted that this contract is being tendered by the University of the Highlands and Islands, on behalf of all UHI Academic Partners.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems
- 72261000 - Software support services
- 72262000 - Software development services
- 72263000 - Software implementation services
- 72266000 - Software consultancy services
- 72267000 - Software maintenance and repair services

### **II.2.3) Place of performance**

NUTS codes

- UKM6 - Highlands and Islands

### **II.2.4) Description of the procurement**

The University of the Highlands and Islands (UHI) has a requirement for the Provision of Reading List Software and Associated Services. It should be noted that this contract is being tendered by the University of the Highlands and Islands, on behalf of all UHI Academic Partners.

Additional detail regarding this requirement is contained within the Invitation to Tender document and associated Appendices.

### **II.2.5) Award criteria**

Quality criterion - Name: User Interface - Design, Usability and Personalisation / Weighting: 10%

Quality criterion - Name: Reading List Management / Weighting: 20%

Quality criterion - Name: Systems Integration / Weighting: 20%

Quality criterion - Name: Authentication / Weighting: 5%

Quality criterion - Name: Embedding content in other services (VLE and API) / Weighting: 5%

Quality criterion - Name: Hosting – Resilience, Security and Data Protection / Weighting: 5%

Quality criterion - Name: Reports and Analytics / Weighting: 10%

Quality criterion - Name: Training, Customer Support and Documentation / Weighting: 5%

Quality criterion - Name: Added Value Services / Weighting: 5%

Quality criterion - Name: Fair Working Practices / Weighting: 5%

Quality criterion - Name: Product Roadmap and Future Developments / Weighting: 0%

Quality criterion - Name: Exit Strategy / Weighting: 0%

Price - Weighting: 10%

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

93

This contract is subject to renewal

Yes

Description of renewals

The contract will commence for an initial term of forty-five (45) months.

The Authority reserves the right to extend the contract for two (2) x two (2) year periods, subject to satisfactory performance and continued requirement of the Authority.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

Insurance

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Product Liability Insurance = 5 000 000 GBP
- Public Liability Insurance = 5 000 000 GBP

Accounts

The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing:

Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Contract.

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 March 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

15 March 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January 2027 OR January 2029 OR January 2031

Please note that the timing for a future contract notice with regard to this requirement cannot be determined at this point in time.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The below documentation requires to be submitted as part of the tender submission:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E - Pricing Schedule

Appendix F - Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Single Procurement Document

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23244. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:718130)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Inverness Sheriff & Justice of the Peace Court

Inverness

IV2 3EG

Country

United Kingdom